



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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12611 Ravenwood Drive • Suite #350 • Chardon, Ohio 44024

***JOB OPPORTUNITY#2352 (Revised)***  
**Posted from Friday, July 14 until Filled**

*Position:* **Assistant Water Supervisor**  
*Department:* Water Resources Department  
*Job Code:* 2352  
*Pay Grade:* WR6

*Definition:* Under the general supervision of the Water Supervisor, assists with coordinating, scheduling and supervision of the operation and maintenance of system facilities and personnel activities for the water department; Performs related duties as required.

*Typical Examples of Duties & Percentage of Time:*

40% - 50% Assist with the supervision of personnel engaged in all facets of water treatment plants and or water distribution systems to federal and state requirements, including but not limited to operations and maintenance of the aforementioned. Plans, coordinates, schedules, assigns and reviews work activities. Prepares work orders; Orders parts, supplies and materials; Contacts vendors; Prepares purchase orders.

Responds and or replies to customer concerns and or complaints. Provides instruction and training; Responds to employee issues and concerns; Maintains work standards; evaluates performance and recommends evaluation outcomes.

30% - 40% Coordinates, monitors and maintains the proper operation of all water system infrastructure, equipment and grounds; Keeps water facilities running at the best and optimal performance level;

Operate water treatment plants and related equipment. May conduct field tests for water quality control to meet EPA guidelines, complete daily logs and Monthly Operating Reports. Make adjustments to chemicals to maintain proper level of each; complete daily operator reports; Conduct sampling as directed by Ohio EPA sampling schedules and transport to laboratory for analysis; Perform field and grounds maintenance functions;

Schedules maintenance of facilities; Assists in the inspection and approval of maintenance projects; Inspects facilities, determines the most appropriate method of maintenance and/or repair; Coordinates resolution of maintenance-related problems.

Coordinates and inspects the work of contractors. Maintains job records and prepares reports of work performed by outside contractors and employees; Maintains tool control and inventory of maintenance supplies.

- 10% - 20% Prepares a variety of documents and reports; Reviews blueprints. Interviews and recommends candidates for hire; Assists with the direction of safety training as required by Federal, State and local standards; enforces departmental safety policies and procedures;
- 0% - 10% Assumes Water Supervisor's responsibilities in their absence

*Knowledge, Skills and Abilities:*

Knowledge of (1) personnel and management principles and practices; (2) Water treatment plant operation (3) Water distribution maintenance and repair. (4) Applicable Ohio EPA rules, regulations and reporting (5) A variety of building maintenance methods, practices and techniques, tools, materials and equipment; (6) Skill in basic electrical, plumbing and mechanical procedures. (7) The use of small tools and equipment;

Ability to (8) use computer software programs; (9) follow and issue verbal and written instructions; (10) establish and maintain effective working relationships with co-workers, contractors and the general public; (11) perform manual labor tasks; (12) maintain preventive maintenance records; (13) complete safety training as required by federal, state and local standards; (14) calculate fractions, decimals and percentages; (15) read and write common vocabulary; (16) prepare meaningful, concise and accurate reports.

*Training and Experience Requirements:*

High school diploma or equivalent with vocational/technical training in facilities maintenance, business management or a related field, with a minimum 5 years of water facilities operations and or maintenance experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job. Experience in water treatment plant operation and water distribution systems is required. Must possess at a minimum, an Ohio EPA Class I Water Supply certification/license, or obtain one within 12 months of hire.

*Additional Requirements:*

- Must pass (test negative) the DOT pre-employment drug test.
- Work flexible hours based on needs of agency.
- Work outdoors and in a variety of environmental conditions.

**Please send resume and application to Geauga County Commissioners, 12611 Ravenwood Drive,  
Suite #350, Chardon, OH 44024 Attention: HR Administrator#2352 or e-mail to  
[boccjobs@Gauga.oh.gov](mailto:boccjobs@Gauga.oh.gov)**

Details at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>

02/23, 04/23, 7/23